

Major Duties:

Incumbents of this position perform a variety of clerical duties that directly support an Area's animal disease eradication and health monitoring programs. Duties involve the review and preparation of documents, processing and accumulation of data, report preparation, record-keeping, typing of correspondence and documents, and related program support functions. A variety of specific functions such as the following are performed.

-- Receives, sorts, examines, completes, matches, and traces a variety of documents relating to market livestock testing, slaughter plant testing, herd testing, brucellosis reactor testing, and other disease surveillance programs. When necessary, returns incomplete forms with requests for additional information. Records information on the status of blood tests, maintains volume records by stockyard, herd, or premise and subsequently files them by unit and date. Prepares traceback forms on out-of-state livestock and forwards them to the states of origin. Upon request, prepares and types daily laboratory report of tests and distributes copies to designated office veterinarians and other personnel.

-- Prepares or reviews test charts on suspects and reactors identified at markets, slaughter establishments, or other premises; identifies the herd of origin; and forwards the test chart to regulatory personnel in the field for testing the herd of origin. On a daily basis, reads epidemiology reports and test charts to keep a log of all negative herds owned or managed by the owner or manager of an infected herd. Maintains a re-test log. At specific intervals, sends out re-test charts to the field on those herds until they qualify for surveillance release.

-- Processes, audits, and certifies indemnity claims for payment. Screens test charts and requests for fee-basis payments. Determines payment eligibility and prepares statements of services for submission to the Field Servicing Office for payment to veterinarians and contractors. Processes and audits reports of backtags applied at livestock markets, collection points, and slaughter establishments in preparation of payments to personnel applying the backtags.

-- Maintains official listing of stockyards approved to operate in the Area and types correspondence pertaining to approval and removal of stockyards from the Federal Register.

-- Responsible for compilation of data for monthly, quarterly, and annual reports concerning disease eradication activities. Types, assembles, and distributes reports.

-- Receives monthly data from field veterinarians and enters it into the National Animal Health Monitoring System (NAHMS) data base. Compiles statistical data and prepares NAHMS printouts as needed by the NAHMS Coordinator and other staff members. Informs the supervisor of work status by contract and agreement cooperators. Types and assembles narrative reports generated by special studies performed by the NAHMS Coordinator.

- Verifies consistency of movement certificates with current directives. Types the necessary certifications and submits to the appropriate veterinarian for signature. Distributes document copies after signature and sealing to port and other parties as necessary. Prepares monthly and quarterly reports of export, import, and interstate movement as required.
- Files material and assists in the maintenance of program record files. Answers inquiries by telephone and written correspondence providing information about records.
- Performs other occasional and incidental duties assigned.

Factor 1: Knowledge Required by the Position

The position requires a basic understanding of disease eradication programs and terminology associated with these programs. Applies a good working knowledge all state and federal regulations concerning the intrastate, interstate, and international movement of livestock. Must have a good understanding of state and federal requirements pertaining to testing, record-keeping, and payment of indemnities and fees to livestock owners and fee personnel. Must be knowledgeable of the documents and forms utilized for each program.

Must have arithmetic and analytical skill to compile, review, and assemble data for a variety of program reports. Must be skilled in the operation of a personal computer and electric typewriter. Typing proficiency of 40 words per minute is required.

Knowledge of English grammar, spelling ,and punctuation is required to prepare various types of documents, reports, and correspondence.

Factor 2: Supervisory Controls

The supervisor provides instructions on special assignments and changes in procedures. Otherwise work is assigned to employee in accordance with established office procedures, without special instructions. While the incumbent must be able to carry out the majority of work on own initiative, the supervisor is normally available to provide assistance on unusual questions or problems that may arise as the work is accomplished. The supervisor also makes spot checks of completed work to assess accuracy and timeliness of service provided.

Factor 3: Guidelines

The incumbent is guided by federal and state laws, rules and regulations, as defined and amplified in manuals of procedure, policy statements, and written and oral instructions, as well as established office practices. Substantial judgment is required to select appropriate guidelines to deal with specific situations. Matters not specifically covered by established guidelines are referred to the supervisor or other staff member.

Factor 4: Complexity

Clerical support work involves several different Veterinary Services programs and activities, each of which has separate sets of duties guided by different guidelines and operational sequences. Employees in this position must have the flexibility to shift from one area of work to another. Much of the work is subject to variations in processing procedures based on specific situations, requiring substantial judgment on the part of the incumbent.

Much of the work is performed on automated data processing equipment, requiring the employee to skillfully execute varied ADP procedures in the course of accomplishing program support functions. Due to continuing automation efforts in the agency, the incumbent must have the ability to adapt to changes in work processes that often involve ADP.

Factor 5: Scope and Effect

The purpose of the work is the prompt and accurate processing of information for the Area Veterinary Services programs. The work directly affects the accuracy and timeliness of the disease eradication and animal health monitoring efforts of the organization's veterinary staff.

Factor 6: Personal Contacts

Contacts are with coworkers, state and federal veterinarians, federal animal health technicians, state livestock inspectors, cooperating state officials, and laboratory personnel.

Factor 7: Purpose of Contacts

Contacts are to obtain and provide information necessary to program operations. This includes the resolution of minor discrepancies or deficiencies in information.

Factor 8: Physical Demands

Work is primarily sedentary with some minor physical activity involved in records maintenance and filing.

Factor 9: Work Environment

Work is performed in an office setting.